WORKSPACE & DEPARTMENT SPACE ALLOCATION

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	C. Campus Infrastructure
Parent Policy:	C07
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Procedure Owner:	Director, Campus Development & Facilities Registrar & Director, Student Services

Overview:	Olds College of Agriculture & Technology (the "College") strives to ensure the best use of workspace and department space based on operational effectiveness and health and safety.
Procedures:	**Workspace & Department Space Allocation** Workspace and department space allocation is the responsibility of the Facilities Planning Advisory Committee (FPAC). Under the leadership of the FPAC, space will be allocated according to these procedures: 1. Space Utilization and Allocation Repository a. FPAC will be responsible for managing a centralized repository of allocated space for department and individual use. b. The centralized repository will be managed through the designated campus resource management system. c. In coordination with Campus Facilities, the Office of the Registrar will update the campus resource management system with the appropriate layout and space design to allow for ongoing tracking of use. 2. Workspace and Department Space Requests a. Space is allocated to meet the operational requirements of the College functional areas. b. Requests for additional space, or modification of assigned space, must first be submitted via the appropriate FPAC Project Submission Form. Upon submission of the FPAC Project Submission Form, a review will take place assessing the request and identifying holistically the impacts of the request. c. All submitted requests should be accompanied by a budget including a source of funds. d. Submitted requests will be presented to FPAC for review. The requestor may be asked to present on their request or support additional requests of information. e. Areas may be identified, as part of the request process, as an impacted functional area. Submitted requests must include those

areas that are impacted as part of the submission along with a mitigation solution to support the impacted area.

f. FPAC reviews all requests and makes recommendations to the Executive Leadership Team.

g. FPAC will communicate all decisions back to the requestor.

3. Workspace Relocation Procedures
    a. Upon approval, Campus Facilities will coordinate the requested space move or reallocation.
    b. Campus Facilities, through the coordination process, will identify other campus stakeholders (e.g. IT) to support the move.

Assigned Workspaces

The College recognizes that not all employees have an assigned workspace. Workspace that is assigned at the College generally fits one of these categories:

1. Private Workspaces
    a. These spaces are for staff with functions that require high levels of privacy including confidentiality and frequent meetings with four or more individuals. Typical assignments may include: President, Vice President, Registrar, Nurse and Counselor.
2. Open Workspaces
    a. These spaces are more prevalent in newer buildings and include cubicle-style workspaces for staff whose functions do not require additional space. Normally, open workspaces can include teams and are located in buildings that also have access to breakout and conference rooms for private discussions and meetings. Typical assignments may include: Faculty, Student Services and Recruitment.
3. Shared Workspace
    a. These workspaces typically are for staff whose functions are similar, and where there are some confidentiality requirements. Typical assignments may include: Admission Officers, Residence Officers and Campus Facilities.
4. Client-Facing Workspace
    a. These workspaces typically are for student or retail customer transactions. Typical assignments may include the TLCI Service Desk and Retail Meat Store.
5. Touchdown (Hoteling Space)
    a. As space inventory becomes increasingly limited, and as in-person work requirements and flexibility continue to evolve, touchdown (or hoteling) space can provide greater flexibility. These "just-in-time" workspaces meet a variety of workspace needs with easy access to printers, copiers, meeting rooms, etc. Rather than being assigned to specific individuals, these spaces are used on an "ad hoc" basis. Some use cases include:
        i. Temporary (e.g. contract) employees
        ii. Part-time employees
        iii. Employees with approved hybrid work schedules
        iv. Guest lecturers

Workspace & Department Space Guiding Principles

The College recognizes that the age and design of campus buildings can influence the available workspace and department space allocations. As a result, allocated space is not always consistent from department to department or among similar

levels/roles. This means that some managers may have a shared open workspace while other employees may have a private office.

Along with the principles below, regular reviews of space assignments and changing needs will be conducted to ensure that assignments make sense, maximize efficiency and identify where space reallocations may be necessary.

These principles provide a common starting point for the College when designing, reviewing and assigning workspace:

1. Functionality - meeting department needs while supporting the requirements of the role.
2. Cost-effectiveness - developing reliable and reasonably priced options whether for furnishings or spaces improvements.
3. Flexibility - when developing workspaces, choosing consistent products and components from reputable suppliers that are adapted easily (without extensive renovation).
4. Equitability - providing employees and workgroups throughout the organization with an equitable level of function.
5. Transparency - understanding that there are a variety of workspace types, we communicate in plain language why workspace is assigned the way it is, even as we learn and adapt to evolving needs.
6. Efficiency - considering new rules, behaviors and technology that support hybrid work models, where individuals may not need to occupy a dedicated workspace on campus every day.

Workspace Elements

As a minimum, each individual workspace will include the following furnishings:

1. Desk surface
2. Chair
3. Computer/Monitor connections
4. Phone (or equivalent as required)
5. Network access (wired network connection preferred, but Wifi may suffice)

Storage, including bookcases and filing cabinets, will be provided dependent on user need. Lockable storage will be provided for individuals working in open or shared spaces or as required to store confidential documents and/or valuable items.

Changes and modification to workspace will be kept to a minimum. Occupants will not make any modifications that damage, alter or customize College property including furnishings, equipment or fixtures within their workspace. Workspace occupants will not:

1. Add or remove curtains, blinds or window coverings.
2. Add or remove wall fixtures such as whiteboards.
3. Alter or apply new paint.
4. Add a hot plate or space heater without an automatic shutoff.
5. Add wallpaper or vinyl lettering/designs/pictures.

Definitions:

Campus Resource Management System: The system and tools used to track, assign and manage campus spaces.

Cubicle: A partitioned area consisting of integrated workspace furnishings, which is considered a workspace. Typically, designed efficiently and to meet the functional needs of an employee utilizing this workspace.

	Department Space: Space allocated to a functional area of the College. **Functional Areas:** Areas of operation at the College including a department, school or other area. **Workspace:** A space where an individual does their work that can include but not limited to a private workspace, open workspaces, shared workspaces, client facing workspaces or touchdown (hoteling) spaces.
Related Information:	C07 Space Utilization & Allocation Policy FPAC Project Submission Form
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